Getting Started:

e-Reimbursement is the PeopleSoft Expense Module part of the PeopleSoft Shared Financial System (SFS) used for creating Expense Reports (ER) and Travel Authorizations (TA)

Logging On:

UW Travel Wise [https://uw.foxworldtravel.com/], used for creating ER's and TA's. Once you have logged into SFS, on the home page you will have access to Tiles that provide quick access to most of these functions.

Delegate Authority: You can delegate another employee to prepare expenses for you

Navigation: Click on Expense WorkCenter tile > Delegate Entry Authority

- Click on + sign
- Click on the magnifying glass
- Search for a user by:
  - User ID or
  - Description [employee name]
- Select user
- Save

Funding Your TA or ER: Each user has a default funding string which is automatically loaded by payroll. To verify or change the funding for the entire ER or TA, click on the Accounting Default button. To add multiple funding strings, click "Accounting Defaults" icon in expense's General Information page. Expenses for the entire report will be split by percent across multiple funding sources when using the Accounting Defaults option.

If you want to charge an expense line to different funding than the defaults, select the "Accounting" icon at the Additional Information section at detail level entry. Enter the funding information for the expense type. If you are splitting the expense with multiple funding sources, click on the "+ (plus)" button. When changing funding at the line level, it is done by splitting the amount and will only be applied to that expense line.

There is also a Custom Funding link that can be used to charge the expense report to another campus or different funding string.

Adding Attachments

All supporting documentation that supports the business purpose and/or expense needs to be attached to the TA or ER. Click on the Attach Receipt icon. Click the Add Attachment button, click on browse to find and select the electronic file, click on upload. If you have multiple attachments, you will need to repeat this process for each.

Creating a Travel Authorization (TA) – If your campus requires a TA prior to travel, a separate TA for each business purpose will need to be created.

Navigation: Click on Travel Authorizations Tile on the Home Page> Click on Add Travel Authorization button (If you are an alternate, enter the appropriate employee ID using top left corner down arrow to select Change Employee menu item under Actions).

Required data – required fields are marked by an *

Enter TA header information:

- Description
- Business Purpose
- Justification and Supporting Details – a detailed description of the business purpose (no acronyms).
- Reference/Billing
  - In-state
  - Out-of-state
  - Foreign
  - Not Travel related
- Travel Location (from - to)
- Dates of the trip (from – to)
- Accounting Default – verify funding for TA or use the Custom Funding link

Enter TA expense estimates -

- For Expense Type where applicable select preferred merchant. If there is no preferred merchant selected then enter non-preferred merchant details
- Amount (enter in US $ only). Enter an estimate if the actual amount is not known
- Submit when completed

NOTE: The TA needs to be fully approved prior to travel date(s)

If you are preparing a TA or an ER as an Alternate:

See the How to create an expense report as an alternate

NOTE: Alternates can only prepare ERs, not approve or submit. The traveler will receive an email notification when their ER is ready for review, approval, and submission.

Creating an ER using a TA: Choose Travel Authorizations Tile. Choose View All and find the TA you want to start with to create an ER. (Note: TA must be approved) (If you are an alternate, enter the appropriate employee ID or click on the magnifying glass and select from list). Choose the down arrow under Action and choose Copy To Expense Report. This will copy the TA into and ER

Creating an ER – You will need to complete a separate ER for each business purpose

Navigation: Click on Expenses tile > Create Expense Report tile (If you are an alternate, enter the appropriate employee ID using top left corner down arrow to select Change Employee menu item under Actions).

Enter:

- Business Purpose
- Description – a detailed description of the business purpose (NO acronyms)
- Default Location (the location you will be traveling to)
- Reference (Enter travel/billing type)
  - Instate
  - Outstate
  - Foreign
  - Non-Travel
- Accounting Detail – verify funding for ER
- Enter expense – if importing expenses for corporate card transactions, see Importing from My Wallet transactions.

For travel related expenses you will need to complete the trip dates (from-to). If the ER is for non-travel related expenses, select NONTRAV as Reference

- Date you paid for the expense
- Expense type
- Description
- Payment type
  - Prepaid Travel P-Card
  - Prepaid Purchasing Card
  - Personal Funds
  - US Bank Corporate Card

Required data – required fields are marked by an *

- Providing required expense descriptions
- Charging expense line to a different funding source – Select Accounting link
- Splitting receipts – to split expense between reimbursable/non-reimbursable personal or to charge part of the expense to a different funding source. See Splitting a Receipt.
- Save for Later or
- Submit when completed

Copy Expense Lines in an ER:

- Select expense line to be copied
- Click on More icon
- Select
- Click Copy icon
- Copy to a range of dates (Holiday/Weekend dates are selected by default, deselect if you don't want to include those dates)
- Enter date(s)
- Click Done

TIP: If detail for the line being copied is entered, the detail will also be applied to copied expense lines.

Change incorrectly categorized expenses to appropriate expense type – Click on expense, pick appropriate expense type from drop down box and Save

Splitting a Receipt: Splitting enables you to divide a receipt into multiple expense lines or at the accounting default level. This option will not be available for Per Diem and Mileage expense types.

To split a receipt with another expense:

- Go to the detail of an expense line
- Enter all required information
- Click on Receipt split button
- Select an expense type using the drop-down menu to split the expense with
- Click on '+ (plus)' icon
- Update Expense type and description field for new expense
- Enter the amount field
- Click Done

Modify an ER – Click on Expenses tile > My Expense Reports tile > Not Submitted option to select the list of Expense Reports not submitted for approval

Use modify to make changes to a report that you have saved but not yet submitted or if it has been returned for additional information/corrections. When an ER or TA has been sent back comment section will display the reason for the return.

View an ER – Click on Expenses tile > Expense History tile > Select the report you want to view

Expense Summary report page displays Approval Status and additional information i.e. supporting details etc.

Deleting an ER – Click on Expenses tile > My Expense Reports tile > Not Submitted option to select the list of Expense Reports not submitted for approval

Select 'Delete Report' option from the Action icon drop-down item list.

You can delete only 'Not Submitted' or 'Returned' Expense Reports

My Wallet – U.S. Bank Corporate Travel Card transactions

Importing My Wallet Transactions into an ER

If importing many transactions – At the beginning of entering an ER detail click on "Add from My Wallet" button

Select expense transactions from the My Wallet list and click the Import button

Maintaining My Wallet Transactions – Click on Expenses tile > My Wallet

View all transaction activity

Use filter button to view by date range or Expense Type or other options in the filter page

Delete transactions that will not be reimbursed. Select the box for the wallet item you want to delete and Choose Delete ICON

Change incorrectly categorized expense to appropriate expense type – Click on expense, pick appropriate expense type from drop down box and save.

Where is my ER or TA

From HomePage use Expenses or Travel Authorizations tiles to view your ER and TA status

For assistance please contact your Institutions Travel Manager